

**COMMUNITIES IN SCHOOLS OF KALAMAZOO**  
**POSITION POSTING**  
**September 24, 2015**

*INTERNAL and EXTERNAL APPLICANTS FOR THE POSITION BELOW, SUBMIT A LETTER OF INTEREST AND CURRENT RESUME DETAILING YOUR QUALIFICATIONS BY THE DEADLINE OF OCTOBER 6, 2015.*

Finance Coordinator

**Position summary:** Finance Coordinator to support the provision of all financial services for CIS including accounts receivable, accounts payable, payroll and financial reporting.

**Position qualifications:** Bachelor's degree in business, accounting or similar with experience/training in accounting. Prior not-for-profit experience desired. Prior experience with human resources a plus. Experience with Quickbooks software. Skilled in Microsoft Office Suite, especially Excel. Sound math skills and experience with office-based computation functions for purchasing, expense reporting, receivables and payables. Experience with databases and the ability to produce tracking reports in an understandable manner – graphs, charts, etc. Exceptional organizational ability with the capacity to multi-task with frequent disruptions and the ability to work independently with limited supervision. Excellent communication skills required, including oral and written.

Above-average interpersonal skills with ability to function as a member of a team and interact with various stakeholders. Excellent command of the English language including speaking, writing, grammar, spelling, etc. Mature judgment, integrity and reliability and the ability to manage shifting demands and priorities in a calm, effective manner. Ability to take initiative to complete tasks independently and/or to seek direction or clarification when needed. Ability to read, comprehend and transmit written or verbal detailed and complex instructions in order to plan and perform job responsibilities according to deadlines and other requirements. Understands and embraces diversity and inclusiveness in thought, word and actions. Exemplifies these values.

Please submit a letter of introduction and a current resume to: [dkievit@ciskalamazoo.org](mailto:dkievit@ciskalamazoo.org)